

**Additional Information on Brooks Free Library's Request for Community
Preservation Act Funds for Historic Preservation Work on the Library Exterior**

Jan. 14, 2016

Submitted by:

Brooks Free Library Exterior Preservation Working Group

Jeannie Wheeler	Co-chair, Library Trustees Building and Grounds Committee
JoAnne Brown	Co-chair, Library Trustees Building and Grounds Committee
Jeanne Steiner	Liaison, Historic District Historic Commission
Sean Libby	Town Facilities Maintenance Manager
Ginny Hewitt	Library Director

Information Included:

- Jan. 12 2016 Email from McGinley Kalsow Architect Doug Manley
- Jan. 5 2016 Email from McGinley Kalsow Architect Doug Manley
- Minutes of Aug. 27 2015 Presentation of the Assessment Report and Attendance Sheet.

Attended by multiple members of the Community Preservation Committee, Historic District Historic Commission, Board of Selectmen, Capital Outlay Committee, Finance Committee, Library Trustees and the Town Administrator, Town Engineer, Facilities Manager and Library Director. Presentation followed by question and answer and great discussion period between members of various committees and town staff. These groups have not been brought together like this on any prior projects and all agreed it was very useful and resulted in a fruitful discussion.

- Approved minutes of Historic District Historical Commission from Feb. 19, 2014 and March 5, 2014 documenting Mrs. Steiner's appointment as liaison to Library for this project

Brooks Free Library - estimate follow-up

Doug Manley <doug@mcginleykalsow.com>

Tue, Jan 12, 2016 at 9:52 AM

To: Virginia Hewitt <vhewitt@clamsnet.org>

Hi Ginny, We've looked at breaking down the project into phases, as you requested, and the estimate looks as follows:

Main Street side:

Access to work, chemical stripping, selective trim and clapboard repairs \$182,000

Window repairs (not included)

Column repairs \$30,000

Streetscape improvements (not included)

General Conditions \$21,000

Project Contingency \$23,000

Architectural Services \$23,000

Total Main Street Project Cost: **\$279,000**

West side and south side of bank and Brooks block:

Access to work, chemical stripping, selective trim and clapboard repairs \$228,000

Window repairs (not included)

Streetscape improvements (not included)

General Conditions \$23,000

Project Contingency \$24,000

Architectural Services \$25,000

Total South and West Project Cost: **\$300,000**

Note that both phases have been estimated in 2016 dollars, and we have not applied an inflation factor for the phased project.

In regards to your question on why chemical stripping is recommended, as stated in the assessment report, the only way to get good performance with a paint system at the Library is to remove the many layers of existing paint build-up. The best removal method is to scrape and contain the most loose paint, then use chemical stripping for the more adhered layers. We've looked at other options for removal in the past and have dismissed them. Needle scaling with power tools is an option, but unless it is very carefully done, the wood substrate can get noticeably scarred and pitted and this will be noticeable through new paint. Removal via heat gun is an option, but we have not found it to cost less, and we are always concerned with fire dangers with heat guns. Keep in mind that one of the factors that drives the cost of stripping is the worker and public protection from lead dust, and containment and disposal of the lead containing paint.

Again, we feel quite confident with the estimate numbers, as we have based them on our recent project at First Parish Church in Dorchester, the project that we reference in the

appendix of our report. For that project, even though it was not publicly bid through Mass General Law, the project was bid to union contractors, based on prevailing union wages. Remember also, that in pricing this project we have assumed that contractor would need to be certified by the Mass. Division of Capital Asset Management and Maintenance.

I would be glad to attend Thursday's CPC meeting, if you think that it would be useful to presenting the project. Just let me know.

thanks,

Douglas Manley AIA, LEED AP
McGinley Kalsow & Associates, Inc.
Architects and Preservation Planners
324 Broadway PO Box 45248
Somerville, MA 02145

ph: 617-625-8901
fax: 617-625-8902

Additional Info on Brooks Free Library Assessment

Doug Manley <doug@mcginleykalsow.com>

Tue, Jan 5, 2016 at 6:16 PM

To: Virginia Hewitt <vhewitt@clamsnet.org>

Cc: Wendall Kalsow <wendall@mcginleykalsow.com>

Hi Ginny,

I'd like to reply to some of your questions, hopefully not too late to be useful in your planning efforts.

If the Town would like to commission a peer review of our report, we have 2 people that we would recommend: 1) Lynne Spencer at Spencer and Vogt Group [617-227-2675](tel:617-227-2675) or 2) Jean Carroon at Goody Clancy [617-262-2760](tel:617-262-2760). The fee for a peer review would be approximately \$10,000.

If you would like to contact Contractors who worked with us on similar projects, Chris Raye at Builder's Systems Inc [508-254-2180](tel:508-254-2180) was the contractor for the Sandwich Town Hall, Brian Kronenberger at Kronenberger & Sons Restoration [860-347-4600](tel:860-347-4600) did the exterior work at the Provincetown Town Hall, and Len Paoletta or Joe Rettman at NEI General Contracting [781-348-5022](tel:781-348-5022) did the interior work at Provincetown.

I can further explain what is included in the cost of some of the line items that you inquired about.

General Conditions - are the General Contractor's cost to execute the work, such as the project management and field supervision, temporary facilities and controls to protect the occupants and public, Insurance and bonds, etc. Estimators usually price General Conditions at 10% of the construction cost.

Project Contingency - to cover unforeseen conditions in the restoration process. We have found this particularly necessary in projects where we have done paint stripping, as existing paint layers can cover deterioration that is not evident until the paint is removed. Additionally, as some of the trim and siding is replaced, there may be further deterioration of structure that is not evident. At the study phase of a project such as this 10% is generally recommended for contingency.

Architectural Services - In this case, the services involve advancing the design beyond the study phase. More detailed investigation of existing conditions would be done, and the details of repair need to be designed and specified. The Architect will provide contract documents that would include the drawings and specifications to competitively bid the project under requirements of Mass. General Law for publicly funded projects. The Architect will assist the Town in legally advertising and bidding the project, conduct a pre-bid conference for bidders, analyze bids and follow-up with Contractor references and qualifications. Once in construction, the Architect will review and approve the Contractor's product submittals and shop drawings, review and approve payment requests, and respond when clarification sketches or decisions are needed. The Architect does periodic observation of the

construction; for this project we would anticipate meeting with the Contractor and Owner every two weeks during the construction period. (We anticipate 4-6 months for the construction period) The Architect would do a final review at the end of the project and work through punch list items with the Contractor. The Architect would do a final review of the contract closeout documents.

Regarding repairs at the columns and their costs, having had a chance to think it through, and based on the information that the Town Engineer gives that they are not structural, I do think that the actual cost for repairs may be in the \$30,000 range. As presented in our report, we feel that the best solution that is consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties would be to repair the existing columns, and replace the bases with new mahogany bases. There will also need to be replacement of some of the column shaft repairs that were done in the 1998 project at the columns.

As an overall comment on our estimate, our numbers were largely based on the actual costs for the 1st Parish Dorchester project that we presented in the Appendix. The 1st Parish project very closely compares in scope to the work required at the Brooks Free Library. Costs were also based on other projects of ours where wood was stripped, repaired/replaced, and painted such as at West Hall at Tufts University and the Fowle House in Watertown.

I hope that this has been helpful. Please let us know if we can answer any further concerns or assist in advancing the project.

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Brooks Free Library Trustees
Building and Grounds Committee
739 Main St
Harwich MA 02645

Minutes of Aug. 27, 2015

Approved by Building and Grounds
Committee on Jan. 4, 2016

Public Presentation by McGinley Kalsow Associates on their assessment of the exterior of the historic portions of Brooks Free Library. Attended by Trustee Building and Grounds Co-Chairs JoAnne Brown and Jeannie Wheeler, Trustee Chair Mary Warde, Trustee Vice Chair Joan McCarty, Library Director Ginny Hewitt, Town Administrator Christopher Clark, Town Facilities Manager Sean Libby, Town Engineer Robert Cafarelli, Historic District & Historical Commission members Greg Winston, Jeanne Steiner and Gayle Carroll, Finance Committee members Dana DeCosta and Jack Brown, Community Preservation Committee members Robert MacCready, Daniel Tworek and David Nixon, Selectmen Linda Cebula, Peter Hughes and Michael MacAskill, and Capital Outlay Committee members Rich Larios, Peter Wall and Joe McPartland as well as several members of the public.

The presentation began at 4 pm. Library Director Ginny Hewitt introduced Doug Manley of McGinley Kalsow Associates who gave a power point presentation of the findings included in their report. A question and answer period followed and discussion ensued regarding the recommended methods to accomplish needed work, estimated at costing \$800,000 in FY16 dollars, and the timeline and options for seeking funds. The following is not a transcript of points raised or questions but is a compilation of the major themes of the discussion.

It was agreed that work to repair the base of the columns may require immediate action as the consultant indicated they are deteriorating and should be shored up for safety reasons. The Facilities Manager and Town Engineer will investigate whether the columns are structural supports and if they are, the consensus was that immediate funds should be sought for those repairs. Options discussed were a Reserve Fund Transfer request to the Finance Committee for funding for the engineering work/specifications and the cost of the repairs. It was also noted that \$38656 remains in a May 2012 Community Preservation article for work on the historic parts of the building but the CPC will need to determine if that work is an appropriate use of those historic preservation funds before they could be used for this purpose. No action will be taken to initiate funding requests until the Facilities Manager and Town Engineer have determined whether or not the columns are structural and assessed whether they require immediate repair.

Discussion was held on how and when to fund this work, which is not currently on the Capital Plan. It was noted that the Library roof is on the Capital Plan for FY17 but the consultant assessed the roof as being in good condition and the Facilities Manager reported that while there have been some recurring leaks, the roof could be moved back several years on the Capital Plan, which would save some funds in FY17. The possibility of using Library trust funds for repairs to the columns or the larger project was raised by some attendees but the Trustees indicated that the some trust funds are restricted to use of interest only and others cite particular purposes which limit what the funds can be used for, but that even trust funds not restricted in this way would generally not be appropriate for this type of work. They

were donated to provide long term supplemental funding for materials and services that are not included in the Town budget such as programming or purchases of computers before they became a regular recurring expense. Donors did not leave the funds for use for routine operating expenses or building repairs. It was also noted that the Friends of Brooks Free Library contributed \$500,000 to \$1 million dollars for the 1996-1998 renovation and no longer have significant funds. Funds they raise are used for the purchase of materials for the collection and museum passes, children's programs and support for our assistive technology program for people with vision loss. The Friends should not be expected to be a source of funds for this project.

Any request for Community Preservation Act funds will be considered by the CPC, which will determine if the work meets the guidelines for historic preservation, but CPC Chairman MacCready indicated they would be unlikely to fully fund a project of this size. Others indicated that this means that the full amount will need to be requested on the Capital Plan and that this amount could be reduced after the CPC decision, which will occur before the Capital Plan is finalized.

Capital Outlay Committee Chair Larios noted that placement on the Capital Plan does not mean funding has been found for a project. Once the Capital Plan is presented to the Selectmen by the Town Administrator, he and the Board of Selectmen and Finance Committee seek to find a funding source for projects that are on the Plan.

There was some discussion of whether the work could be accomplished in phases, which would spread the cost out over a period of years, but it was also noted that that also increases the costs associated with set-up, staging, etc. and would increase the overall cost of the project.

The consultant responded to the environmental concerns related to use of chemical strippers saying that they are regulated, safety procedures need to be adhered to, and run-off or discharge would need to be collected and disposed of. He stated citrus-based strippers now in use are less caustic than the first generation of chemical strippers and that is what they would be recommending. The newer strippers require more time and effort for the contractor but they are more benign. He indicated it would be more expensive to replace the clapboards than to use chemical strippers. He also stated the old wood clapboards are in good condition since they were made from old growth wood. They are much more resistant to decay than any new clapboards we would use today. Similarly, most of the wood shingles on the roof "skirting" (Brooks Block, above the first floor) are in good condition and only a small number will need to be replaced. He also noted the columns themselves are in good condition and except for the base, they do not need to be replaced.

The desire of some to return the historic buildings to their original paint colors was also discussed. The original bank building and Brooks Block are from different time periods and of different styles and would therefore be painted in different colors if that option is chosen. The addition constructed in the 1996-1998 renovation was designed in the same Italianate "stick style" as the adjacent Brooks Block so that it blends in and appears part of the historic building. It was noted that the cost of painting the addition, which comprises a third of the Library, is not included in the consultants' cost estimate for painting the historic sections of the building. There was consensus from attendees that if the historical paint color option is chosen then funds should be included in the project request to paint the addition in the same colors as the adjacent Brooks Block rather than accomplishing that work piecemeal over 4-5 years using the annual funds budgeted for exterior painting. There was no consensus on whether returning the buildings to the historic paint colors was appropriate or preferred. Since some sections of the addition will have been painted several years ago and the paint on those sections may have aged or faded, some

attendees expressed the opinion that funds should be requested to paint the entire building even it remains white so the entire building will have a consistent color and appearance.

The consultant identified \$15,000 in work needed on the windows in the historic sections of the building. As with paint colors, it was noted that a number of the windows in the addition also have similar problems and the cost to repair those was not included in the consultant's cost estimate. Some attendees suggested the possibility to removing the windows from the larger project and funding the work on all the windows separately, perhaps at a different time.

The deadlines for submission for the Capital Outlay Plan and Community Preservation Act funding were discussed. The Library will submit those requests based on the assessment and cost estimates provided by the consultant, but the Facilities Manager, Town Engineer and Town Administrator will work with Capital Outlay, CPC, Finance Committee and Selectmen on how that work can be segmented or accomplished in phases and over what time period if funding is not expected to be available to complete the work as one project. This work will continue over the next few months.

The meeting adjourned at 6 pm.

Respectfully submitted,

Virginia Hewitt
Library Director

SIGN IN

Presentation on Historic Preservation Assessment of Brooks Free Library
August 27, 2015

Brooks Free Library Board of Trustees
Building and Grounds Committee

Name	Organization Represented (If Applicable)
Ginny Hewitt	Brooks Library
Sean Libby	Harwich DPW
Jeanne Steiner	HDHC
Rich Larios	FinCom/Cap. Outlay Comm.
Peter Hughes	BOS
Mayle Carroll	HDHC
Daniel Tworels	CPC
Jeanne White	Trustee
Brenda Cebuc	BOS
Michael MacSkill	BOS
John Brown	Trustee
JACK BROWN	FINCOM
Bill Galvin	Cape Cod Chronicle
May Wark	Trustee
David Nixon	CPC
Joe McPartland	Capital Outlay
Dana De Costa	Finance Committee
Chris Clark	Town Administrator

Bob MacCready
Peter Wall

CPC
Capital Outlay

SIGN IN

[illegible]



TOWN OF

HARWICH

732 Main Street
Harwich, MA 02645
508 430-7506 FAX: 508 430-4703

HISTORIC DISTRICT & HISTORICAL COMMISSION

February 19, 2014 - 5:30 PM
SMALL MEETING ROOM
HARWICH TOWN HALL

MINUTES

Members Present: Eileen Brady, Gayle Carroll, Barbara Dowd, Patricia Scarnici, Peter Sivco, Jeanne Steiner

Members Absent: Bob Bradley, Robert Doane, Greg Winston

I. Public Meeting – Acting Chairman Peter Sivco called the meeting to order at 5:40 P.M.

II. New Business

a. Brooks Free Library – CPC Article – JoAnne Brown and Jeannie Wheeler, Trustees Building & Grounds Committee

Ms. Brown and Ms. Wheeler explained the terms of a proposal received from McGinley Kalsow & Assoc., Inc. regarding the exterior maintenance and preservation of the Brooks Block and Bank Building at Brooks Free Library. They spoke of the financial struggle for the project and said that the Harwich Community Preservation Committee (CPC) has approved \$25,000.00 for study, but that it needs Town Meeting approval.

Eileen Brady asked what is covered in the normal maintenance budget. Answer: Interior maintenance which this year is \$7,500.00. Exterior is not included.

Discussion led by Mr. Sivco included what is included the maintenance budgets of the Town Budget, Historic Commission, and Special Appropriation.

Conclusion of the discussion included agreement that the Brooks Library is in the Historic District and the Library Trustees are agreeable to accept help from volunteers of the Historic Commission in obtaining approval for the funding necessary for this project.

III. Minutes

Motion made by Eileen Brady to approve the Minutes of February 12, 2014. Seconded by Gayle Carroll. Motion approved with Jeanne Steiner abstaining.

IV. Old Business

- a. New Sign on Brooks Park on Oak Street – Peter Sivco asked for volunteers from the Commission to monitor the sign. Discussion included issues regarding guidelines for length of time sign may be in place; readability from the street; what should be included on the sign (date, time, etc. of an event); and issues of enforceability. Eileen Brady explained she had experience with a different group that used a form which was filled out in advance for use and duration of a sign and indicated that a Town Hall contact such as Elaine Banta might be appropriate.

The following people volunteered to be liaisons:

Library:	Jeanne Steiner
Sign:	Gayle Carroll and Barbara Dowd
Albro House:	Eileen Brady
Ocean Grove Project:	Peter Sivco and Patricia Scarnici

- b. **Discussion:** After discussion by the HDHC it was agreed that an invitation be extended to Selectman Ed McManus to attend an HDHC meeting and become an active participant.
- c. **Guidelines Update:** Discussion involved the need for a rough draft. Also, it was discussed that Elaine Banta may ultimately have to bring it to Town Meeting.
- d. **Demolition Policy:** List of Historical Buildings – Mr. Bradley had suggested at a previous meeting, using the language from the Department of the Interior Guidelines, "*Guidelines For Demolition*" to be put on Agenda for next meeting "to be refined".
- e. **Cumberland Farms:** Gayle Carroll suggested a letter from Chairman Greg Winston be sent on behalf of HDHC. Members were in unanimous agreement.
- f. **Ocean Grove:** Ken Miller and Lindsey Ford from the audience said they would like to attend meetings regarding Ocean Grove and expressed interest in volunteering for the project. Peter Sivco wants Ocean Grove put on the Agenda for the next meeting.

Adjourn: Motion made by Eileen Brady to Adjourn at 7:50 P.M. Seconded by Gayle Carroll. All in Favor.

Minutes transcribed by Marie A. Hickey, Clerk

Adopted on: March 5, 2014



TOWN OF

HARWICH

732 Main Street
Harwich, MA 02645
508 430-7506 FAX: 508 430-4703

HISTORIC DISTRICT & HISTORICAL COMMISSION

Wednesday, March 5, 2014 - 5:30 PM
Donn B. Griffin Room
HARWICH TOWN HALL

MINUTES

Members Present: Greg Winston, Peter Sivco, Eileen Brady, Barbara Dowd, Patricia Scarnici, and Jeanne Steiner

Members Absent: Gayle Carroll, Bob Bradley, and Robert Doane

- I. **Public Meeting** - Chairman Greg Winston called the meeting to order at 5:37 P.M.
- II. Chairman Winston stated that Bob Doane expressed his apologies for the meetings he has unavoidably missed.
- III. **Minutes**
Minutes February 19, 2014
Motion made by Eileen Brady to accept the Minutes of February 19, 2014. Seconded by Jeanne Steiner. All in Favor.
- IV. **New Business**
 - a. **Garden Club of Harwich**
Presenters: Dottie Miller and Gerie Schumann, Co-chairs of Civic Beautification Committee

Ms. Miller and Ms. Schumann presented three topic of concern:
 1. **Replacement of Sundial** - Presenters requested permission and approval to replace and install a sundial on the granite pedestal in the center of Millennium Park. The previous dial had been removed because it was deemed unsafe to park visitors. Mr. James Casey would like to take responsibility of having a colonial style Sundial professionally installed on the existing granite pedestal. He would do so in memory of his wife Doris Casey who was a member of the Harwich Garden Club for many years.
 2. **Replacement of edging on brick walkway leading into Brooks Park** - Presenters suggested replacing the deteriorated and unsafe wooden ties with Belgian block or cobblestone. The soil is very poor and needs continual amending and mulching.

3. **Kiosk in Exchange Park** – Concern for the repair and upkeep of the kiosk. Presenters suggest volunteers take responsibility for upkeep, and keeping information current.

Discussion: Chairman Winston said all three issues are important and that HD&HC has appointed the following liaisons:

Brooks Park – Barbara Dowd and Gayle Carroll
Library – Jeanne Steiner
Albro House – Eileen Brady
Ocean Grove – Peter Sivco and Patricia Scarnici

Chairman Winston explained that if a project is in the Historic District or of Historic importance, it should come before HD&HC first. If the project is not under HD&HC jurisdiction, the commission can refer the issue to the proper jurisdiction.

Elaine Banta, Administrative Assistant to the HD&HC reports that work for the Sundial and edging may come under “Certificate of Non Applicability”. CPC funds could be available for certain historic projects.

Mr. Winston also discussed how various groups working together can make the Historic District effective (bring in pedestrian traffic; beautification, etc.) HD&HC decides on what materials are appropriate for a project. He suggested the Garden Club bring its project plans in for approval.

The appropriation of funds for the kiosk could come under several other jurisdictions. Information is available from Harwich Chamber of Commerce on the kiosk. Eileen Brady suggested the kiosk could be deferred to Parks and Rec. Barbara Dowd agreed to look into the matter.

The Garden Club ladies stated that all of the issues are important to them, but they are limited in the number of projects they can take on, and would be happy to be involved as much as possible.

Conclusion:

1. Sundial

Motion made by Jeanne Steiner to approve the Sundial project as proposed. Seconded by Eileen Brady. All in Favor.

2. Edging and Walkway

Peter Sivco to contact Selectman Ed McManus to get work on the project done. Garden Club representatives asked to communicate with Mr. Sivco and Ms. Banta to coordinate the project. Town to pay for the millstone work. Mr. Winston asks that Ms. Banta put the Garden Club on the Agenda for next meeting.

3. Kiosk

The Garden Club is asked to get information to Barbara Dowd and she will follow up on this matter.

V. Old Business

a. By Law Revisions – Continued Review

Greg Winston is very concerned that the Building Commissioner does not have clear guidelines for demolition of historically significant properties. He is most concerned that historically important property is being lost due to lack of proper permits and By Law enactment.

Mr. Bradley has found wording in the National Register from the Department of the Interior which he feels could be used in our By Laws. However, this needs to be clarified and Mr. Bradley has not been available. Mr. Winston wants to get the Guidelines situation rectified ASAP.

Jeanne Steiner offered to research this information from the Nation Register (National Trust Guidelines for Demolition of Historic Structures). She would then print out the information for distribution to and consideration by the HD&HC.

- b. **Guidelines** – Elaine Banta has assigned coordinators for the overall review of the Guidelines. Greg Winston and Bob Bradley will continue working with them. Guidelines deal with all aspects of reconstruction of moldings, fences, columns, etc. and the materials used relative to affordability, durability and historical correctness.
- c. **Planning Board** – Mr. Winston discussed the importance of the Cumberland Farms project and the need for staying in contact with people who can make a difference in making the project successful from HD&HC point of view (streetscape; pedestrian traffic; traffic flow, etc.).

Important Planning Board Meeting March 25, 2014 at 6:30 P.M.

- d. **Members of the audience:** Dalia Urbano and Lou Urbano expressed concern regarding historic old buildings on Route 28 in West Harwich and the concern over “affordable housing” replacing historic structures.

Greg Winston discussed the various issues involved and said the HD&HC is very aware of the problems and is working them.

VI. ADJOURN

Motion made by Peter Sivco to adjourn. Seconded by Patricia Scarnici. All in Favor.

Minutes transcribed by Marie Hickey, Clerk